

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0047872	10. Budget Program Number 29115		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) General Maintenance & Repair Technician		
3. Division East DCF Region			12. Proposed Class Title		
4. Section Operations	For  Use  By  Personnel  Office	13. Allocation			
5. Unit Operations		14. Effective Date			
6. Location (address where employee works)  City: Pittsburg County: Crawford		15. By	Approved		
7. (circle appropriate time) Full time Perm Inter. Part time Temp. %	Office	16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:			

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
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Kim Dieckmann

PSA III

K0227024

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Same

Same

Same

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Some latitude is allowed in completing work. Instruction will be general in nature. (Such as repair dripping sink faucet.) Employee will be responsible for taking the assigned task and knowing how to complete the task.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	<p><b><u>PROFESSIONAL ATTITUDE:</u></b> <i>While performing the tasks listed below, please remember that you are a representative of the Department for Children and Families, and you are expected to:</i></p> <p><i>*Demonstrate a willingness to help. Remember that your customer is anyone needing or asking for your assistance. For example, this could be other agency employees, community partners, landlords, state and community partners, and individuals and families seeking services from the agency;</i></p> <p><i>*Demonstrate an attitude of respect (ie be attentive to the customer ,communicate in a polite and professional tone of voice, meet with the customer, or return phone calls or emails within a reasonable period of time—as defined by your supervisor or program policy), process requests for service as quickly as possible;</i></p> <p><i>*Encourage individuals to identify and fulfill their own responsibilities;</i></p> <p><i>*Practice personal self-discipline and maintain ethical and professional behavior in times of frustration with difficult customers;</i></p> <p><i>*Provide information and service to those seeking your assistance. If you are unable to directly provide that service or information, you should offer to connect them with someone who can assist or advise them.</i></p> <p><b><i>Failure to demonstrate a professional attitude will directly reflect on the organization, the quality of service you provide, and will be considered unacceptable for any employee of the East Region DCF.</i></b></p>
1. 30% E	<p><b><u>BUILDING MAINTENANCE:</u></b></p> <p>This position is responsible for performing building maintenance tasks such as wall repair, minor plumbing tasks, painting, daily custodial tasks, replacing ceiling tiles, and lock and door hardware repair using appropriate tools and materials in order that the building remains a safe, pleasant working environment. Incumbent performs grounds maintenance tasks such as collecting litter on the grounds, sweeping sidewalks as necessary, mowing and trimming grass as necessary, trimming of bushes as necessary, snow removal of sidewalks and entryways and reporting to supervisor any areas of possible concern in order that the grounds remain attractive and safe for staff and clients.</p>
2. 25% E	<p><b><u>STATE CAR MAINTENANCE:</u></b></p> <p>Incumbent is responsible for the maintenance of the state cars by performing routine, and on demand, operator level checks; routinely, and on demand, cleaning the interior and exterior of the vehicles; ensuring that repairs and scheduled maintenance are performed expediently and through the most economically means. Informs supervisor of any major problems with any vehicle and will secure approval from appropriate staff before proceeding with any major repairs or maintenance. All this is accomplished in order that the cars are in safe, clean, running order for employees. Ensures that the information in each vehicle log book is current and in good condition. At the end of each month, reconciles car logs, prepares Monthly Car Activity Log, makes copies of logs and receipts and forwards originals/copies to appropriate staff and places copies in local files. Creates new Vehicle Daily Log on a monthly basis for staff use and inserts in log book.</p>
3. 30% E	<p><b><u>GENERAL MAINTENANCE:</u></b></p> <p>Moves, assembles, repairs furniture and equipment; erects and alters Herman Miller furniture. This requires the incumbent to be knowledgeable and skilled in the installation and functional use of the Herman Miller components. Use appropriate tools and materials in accomplishing these tasks in order that furniture and equipment provides a functional and ergonomically correct work environment for staff. Repairs any furnishings or non-IT equipment. Informs supervisor of repairs need to furnishings that need to be repaired by outside source. Helps transport furnishings or equipment to repair agencies or other destinations. Sets up Conference Rooms for events before the event starts.</p>
4. 15% E	<p><b><u>SAFETY &amp; SECURITY, INVENTORY/SUPPLY ROOM &amp; MAIL ROOM</u></b></p> <p>Incumbent is responsible for ensuring first-aid kits are fully stocked. Serves on an in-house safety committee to assist with building evacuations. Must be familiar with the safety plan and will help promote safety awareness in the office.</p> <p>Monitors supply levels and requests orders to replenish supplies, checks incoming shipments by comparing what was ordered and what was received and forwards packing list/invoices to appropriate staff; puts supplies away in the storerooms. Delivers supplies to appropriate staff on a routine and on demand basis. This is accomplished in order that adequate supply levels are maintained and organized in each storeroom.</p> <p>Will provide coverage to the mail room when needed. Will pick up mail from the post office, sort and distribute when needed. Will send packages via UPS when needed. Will deliver required packages, files and /or mail as needed to community partners and other agencies when needed.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
(X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
( ) Major program failure, major property loss, or serious injury or incapacitation.  
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contacts are made with staff regarding their office environment and any repair work and for office supply distribution. Contacts are made with vendors in regard to building maintenance and repairs, state car maintenance and repairs, grounds maintenance and repairs, and equipment/furniture maintenance and repairs. Because of frequent contacts, the incumbent must possess the ability to get along with all types of personalities in all types of situations.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Risk of injury due to lifting and moving heavy office equipment, furniture and boxes.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computer, phone, ladder, various power, dollies and hand tools are all used Daily

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**PART III - To be completed by the department head or personnel office**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – High School Diploma

**REQUIRED** -- Six months of experience in a building trades or mechanical building trade. Education may be substituted for experience as determined relevant by the agency.

**PREFERRED** -- One year work experience in general and building maintenance trade.

Six months experience in setting up and adjusting Office Panel Systems.

Six months experience in ordering and maintaining supply levels.

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Education or Training - Special or professional

**REQUIRED** -- None

**PREFERRED** – Vocational training in building trades or mechanical building program

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License, certificates and registrations

**REQUIRED** – Valid Driver's License

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Special knowledge, skills and abilities

**REQUIRED** – General and building maintenance trade.

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Experience - Length in years and kind

**REQUIRED** – Six months of experience in a building trades or mechanical building trade.

**PREFERRED** -- One year work experience in general and building maintenance trade.

Six months experience in setting up and adjusting Office Panel Systems.

Six months experience in ordering and maintaining supply levels

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Work involves moderate to considerable physical exertion; may work in strenuous body positions for short periods of time. Work involves temperature extremes and difficult weather conditions. Contact with equipment with exposed moving parts. Ability to lift and move furniture and supplies up to and over 50 pounds.

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety and health guidelines, e.g., using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

Incumbent reports issues and concerns in regard to the building/grounds/furniture/equipment/supplies that are or can become safety hazards by notifying the supervisor and working out a plan for resolution.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or

Date

Appointing Authority